

SENIOR PUBLIC SAFETY ANALYST

DEFINITION

To plan, organize, supervise and participate in professional analytical and administrative duties in support of the Police Department's public safety problem analysis, data analysis, crime analysis, and research functions, including special programs and projects; identify relevant data and recommend strategies for improvement; and perform other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the supervisory-level class in the Public Safety Analyst series. The Supervisor level recognizes positions that perform full, first-line supervisory responsibilities including planning, assigning and evaluating the work of subordinates and are responsible for work unit within a section or department.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned supervisor.

Exercises direct supervision over assigned personnel.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Plan, prioritize, assign, review and evaluate the work of subordinate staff responsible for performing professional analytical and administrative duties in support of the Police Department's public safety problem analysis, data analysis, crime analysis, and research functions, including special programs and projects.

Recommend and assist in the implementation of goals and objectives; establish schedules and methods; implement policies and procedures.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Develop and perform professional and technical duties associated with systematically examining quantitative and qualitative data.

Collect and analyze statistical and other data characteristics of public safety problems.

Prepare summaries of public safety problems, develop and deliver presentations, statistical reports, spreadsheets, charts, maps, diagrams, graphs and related materials.

Initiate and disseminate analytical information to assigned supervisor and other sworn and civilian staff, as well as community members; develop and provide analytical reports on a routine basis.

Prepare and present training materials; attend briefings or other departmental meetings to discuss public safety problems, and review current events to evaluate their potential impact on Department operations and the community as a whole.

Identify, collect, and synthesize pertinent information from a variety of sources, including but not limited to: department forms, surveys or interviews, professional journals and publications, and various open sources; and file required reports with state agencies.

Develop and maintain functional expertise in assigned areas, particularly with regard to innovations in the fields of public safety concerns analysis.

Utilize a variety of databases and computer programs to generate maps, identify problem locations, gather intelligence, develop reports, and produce statistical and tactical information.

Prepare and present data materials; attend meetings to discuss data analysis, public safety trends, and GMOC (Growth Management Oversight Committee) threshold compliance and response times.

Utilize a variety of databases and computer programs to collect data and identify trends; verify and determine completeness and accuracy of data.

Coordinate and merge data from separate systems.

Assist with the development and evaluation of agency performance measures, goals and objectives.

Assist with the development and evaluation of agency tactics, strategies, and planning in response to long- and short-term public safety concerns and trends.

Perform analytical and administrative duties in the areas of police research and intelligence.

Identify and explain patterns and characteristics of crime and disorder to foster problem solving and permit the optimal use of personnel, as well as the pursuit of effective strategies and tactics.

Develop reports on trends and patterns of criminal activity and disorder, and the underlying causes of these problems for purposes of reducing crime and disorder.

Represent the Department on regional and national working groups, working closely with both senior and line-level personnel from other agencies on projects dealing with crime and disorder or various aspects of intelligence operations; develop and conduct presentations at various regional and national conferences.

Analyze information to identify similarities and patterns among different offenses and offenders, victims, and problem locations; generate hypotheses about public safety problems.

May prepare and administer federal and state grants.

Ensure that workflow progresses in an efficient and timely manner to meet the goals of the City.

Build and maintain positive, collaborative working relationships with co-workers, other City employees, personnel from a wide range of outside agencies, other colleagues in the field, and the public.

Perform other duties related to this position.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of supervision, training and performance evaluations.

Principles and practices of operational, tactical, and strategic analysis, descriptive statistics, and research.

Principles of problem-oriented policing and crime prevention through environmental design (CPTED).

Techniques and concepts of database management systems and conceptual systems design in order to store and extract data.

Methods and techniques of statistical and applied research and analysis.

Principles of data collection, collation, analysis and dissemination.

Current trends and advances in the analysis of issues related to public safety.

Criminal justice and local government processes.

Ability to:

Plan, assign, direct, and supervise the work of subordinates.

Train, motivate, and evaluate assigned staff.

Analyze information, problems, conditions and statistical data.

Research and analyze problems, and prepare reports and recommendations.

Gather, manage, and appropriately disseminate sensitive information.

Create, maintain and access database files.

Think critically and creatively about public safety problems.

Compile and interpret statistics and other pertinent information.

Manage competing priorities.

Work independently and as a member of a team.

Make oral presentations to a variety of groups.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of education and/or experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible analytical and/or research experience.

Training:

Bachelor's degree from an accredited college with major coursework in mathematics/statistics, public administration, criminal justice, or a related field.

License or Certificate

Possession of a valid California Driver's License.

PHYSICAL DEMANDS

On an intermittent basis, sit at desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while retrieving and/or returning files; perform simple grasping and fine manipulation; use telephone and use a keyboard to communicate through written means, review information and enter/retrieve data; see and read characters on computer screen; and lift light weight.

WORKING ENVIRONMENT

Work is primarily performed indoors in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level, although some work is performed in the field, including site surveys for various problem-oriented public safety related projects. Some movement is required from office to office and there is exposure to the external environment when going to outlying offices, meeting, or performing field inspections. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

7/05